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Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director of Training - (Overt)

DATE: 13 Sept. 51

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FROM : [REDACTED]

SUBJECT: Weekly Report - 6 Sept. - 13 Sept. 51

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1. During the past few weeks Miss [REDACTED] has been briefed on procedures for administering group tests. On 7 September she gave group tests to the 12 new UTG/A entrants at Alcott. These tests are now being scored by the [REDACTED] uncles pool personnel under the supervision of Mr. [REDACTED]

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2. Considerable time has been devoted in the past week to the preparation of the 1952-53 budget. The budget was prepared in two parts: (a) One part dealing with the needs of the Testing, Assessment, and Evaluation Division as such and (b) the other part dealing with the role of the Division in the Career Corps Program. Conferences have been held with Mr. [REDACTED] and Mr. [REDACTED] of [REDACTED] to plan for possible research contracts during 1952-53, involving selection tests and procedures for the Career Corps Program.

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3. Dr. [REDACTED] Associate Professor of Psychology at [REDACTED] and [REDACTED] and an outstanding expert on questionnaires and scales of vocational interests, is being processed for employment as a Consultant. It is hoped that he will be able to devote four days a month to our problem.

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4. Mr. [REDACTED] a professional trainee, has been made available to us by Dr. [REDACTED] for assistance in statistical calculations, pending his entry into the training course on the 16 of October. He is helping Miss [REDACTED], another professional trainee, whose work has been mentioned in previous reports.

5. Dr. [REDACTED] is being encouraged to complete his report within the next few weeks so we can begin to give thought to the planning of tests for uncovering career potential in the Agency. In view of the fact that Dr. [REDACTED] of [REDACTED] will probably be cleared within another week, I have suggested that he assist Dr. [REDACTED] in completing the report. I believe that, before the final typing of this report, it would be wise for Dr. [REDACTED] to have Dr. [REDACTED] in complete parts of his report that pertain to their functions. This Dr. [REDACTED] plans to do.

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6. The undersigned devotes a substantial amount of time each week as an advisor to other units of OTR on problems involving evaluation, testing, and interviewing.

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